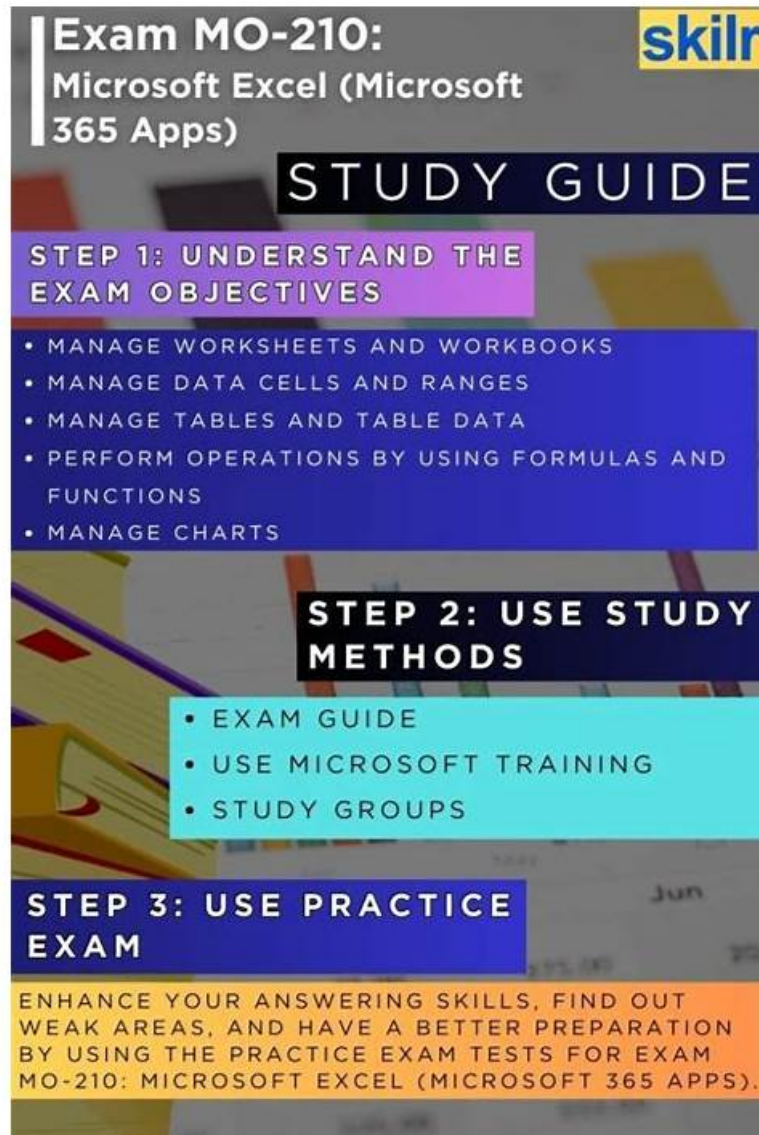


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q33-Q38):

NEW QUESTION # 33

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

▢

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

- * Navigate to the Correct Worksheet:

- * Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.

- * Select Column C:

- * Click on the letter C in the column header to select the entire column.

- * Open Column Width Settings:

- * Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format.

Select Column Width... from the dropdown menu.

- * Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...

- * Enter the Width:

- * A small dialog box labeled "Column Width" will appear.

- * Type 2 in the box.

- * Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (#####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

NEW QUESTION # 34

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

▢

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 5:

Insert a Footer that displays today's date on the right and then return to Normal view.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Project 1: Video Games - Task 5 Solution

Task: Insert a Footer that displays today's date on the right and then return to Normal view.

Step 1: Open the Header & Footer View

* Go to the Insert tab on the Ribbon.

* Look for the Text group (usually near the right side).

* Click on the Header & Footer button.

* Note: This will automatically switch your screen to "Page Layout" view, and you will see the header area at the top of the page.

Visual Reference: (Look for this icon in the Insert tab) [Header & Footer] Step 2: Navigate to the Footer

* You are currently in the Header. You need to go to the Footer.

* On the Header & Footer tab (which appears in the Ribbon when you are in this mode), click the button labeled Go to Footer.

* Alternative: You can simply scroll down to the bottom of the page until you see the footer boxes

"Click to add footer".

Visual Reference: (Button in the Navigation group) [Go to Footer]

Step 3: Select the Right Section

* The footer is divided into three boxes: Left, Center, and Right.

* Click inside the Right box.

Visual Reference: [Left Box] [Center Box] [*Click Here (Right Box)*] Step 4: Insert the Current Date

* With your cursor flashing in the right footer box, look at the Header & Footer tab in the Ribbon.

* In the Header & Footer Elements group, click the Current Date button.

* You will see the code &[Date] appear in the box. This is correct; it will turn into the actual date once you click away.

Visual Reference: (Icon looks like a small calendar) [Current Date] -> Displays as &[Date] Step 5: Return to Normal View

* Click anywhere inside the worksheet cells (outside the footer area) to apply the change.

* Go to the View tab on the Ribbon.

* In the Workbook Views group (far left), click on Normal.

Visual Reference: (View Tab > Workbook Views) [Normal]

Result: You have successfully added the date to the footer. In "Normal" view, you won't see the footer anymore, but it is there and will appear when printed.

□

NEW QUESTION # 35

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

□ Overview:

Clearance Sale

You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.

Task 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.

* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.

* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.

* Click Freeze Panes: In the Window group, click the Freeze Panes button.

* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

NEW QUESTION # 36

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

□ Overview:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 1:

On the Qtr 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.

Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

here is the step-by-step solution for Task 1:

Step 1: Navigate to the Correct Worksheet

Click on the Qtr 2 worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.

Step 2: Insert the Column Sparkline

* Click on cell F10 (this is where the first sparkline will reside).

* Go to the Insert tab on the Ribbon.

* In the Sparklines group, click on Column.

* A dialog box will appear. For Data Range, select the cells representing Apr through Jun for the first row (likely B10:D10).

* Ensure the Location Range is set to \$F\$10.

* Click OK.

Step 3: Apply the Specific Sparkline Style

With cell F10 still selected, a new Sparkline tab will appear at the top of your Ribbon.

* Click on the Sparkline tab.

* Click the More arrow (the small downward arrow at the bottom right) of the Styles gallery to see all options.

* Hover over the styles to find the specific name: Gold, Sparkline Style Accent 2, Darker 25%.

* Click to apply it.

□ Step 4: Copy the Sparkline to Remaining Cells

* Select cell F10.

* Hover your mouse over the Fill Handle (the small green square in the bottom-right corner of the cell).

* Click and drag the handle down to cell F14.

* Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

NEW QUESTION # 37

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

□ Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2, you need to enable the Total Row feature for the table on the Employee Hours worksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on the Employee Hours tab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cell A4 where it says "emilio"). Once you click inside the table, a new tab called Table Design will appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to the Table Design tab on the Ribbon.

* In the Table Style Options group, check the box labeled Total Row.

* Result: A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure the Total Hours column (Column J) is calculating correctly:

* Click on the cell at the bottom of the Total Hours column (J15).

* A small drop-down arrow will appear next to the cell. Click it.

* Select Sum from the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

NEW QUESTION # 38

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